

February 2, 2020

Hello!

Thank you for your interest to work the 2020-2021 election cycle.
We promise to provide complete training for you to feel confident serving voters in your community!

The scheduled election dates are:

- 2/18/2020 Spring Primary
- 4/7/2020 Spring Election and Presidential Preference Primary
- 8/11/2020 Partisan Primary
- 11/3/2020 General Election (Presidential)
- 2/16/2021 Spring Primary if necessary
- 4/6/2021 Spring Election

Election Workers requirements:

- Attend training before every election
- Be 18 years of age (students ages 16-17 allowed under special student conditions)
- Be a qualified rock county voter
- Have the ability to read and write in English (other languages are a bonus!)
- Serve on Election Day from 6:00 am until work is completed after the closing of the polls.
- Organize & set up polling place, complete end of day forms, take down and secure materials at end of night
- Be willing to deal with the public in a courteous, patient, and efficient manner
- Be willing to work at any polling place in the City of Beloit
- Not be disqualified by effect of felon status or mental incapacitation

The pay will be as follows for 2018-2019 elections:

ELECTION OFFICIAL

Shift-work = \$7.25/hr. + \$15 Training
training)

All Day = \$125 (110 +15 training)

CHIEF INSPECTOR

All Day Only = \$170 (150 + 20

If you agree to work, keep this page for reference and send attached completed pages back to me.

It's going to be a BIG year! See you soon!

Lori, Lisa and Jelene

CITY OF BELOIT – 2020-2021 ELECTION OFFICIAL ACCEPTANCE OF APPOINTMENT FORM

Election Official Contact Information				
Last Name:		First Name:		MI:
Street Address:				Apt/Unit# :
City:		State: WI		ZIP: 53511
Telephone:	Home:	Cell:	Work:	
Email:				
Date of Birth: / /				
(required for state reporting)				
Election Official Work Assignment Information				

1. Are you willing to serve as an Election Official during 2020-2021? ☐ YES ☐ NO

2. Polling Place Preference (list up to 3 or 'none'):

<input type="checkbox"/>	Converse Elementary (Wards 1-3)	<input type="checkbox"/>	First Congregational Church (Ward 16)
<input type="checkbox"/>	Gaston Elementary (Wards 4-6)	<input type="checkbox"/>	Todd Elementary School (Wards 17-18)
<input type="checkbox"/>	Hackett Elementary (Wards 7-9)	<input type="checkbox"/>	River of Life UMC (Wards 19-21)
<input type="checkbox"/>	Beloit Historical Society (Wards 10-12)	<input type="checkbox"/>	Central Christian Church (Wards 23-25)
<input type="checkbox"/>	Beloit Public Library (Wards 13-15 & 22)	<input type="checkbox"/>	City Hall (Wards 1-25 Absentee Only)

3. I am interested in performing the following jobs (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Chief Inspector (lead worker) | <input type="checkbox"/> Board of Absentee Canvass (MBAC) |
| <input type="checkbox"/> Regular Election Official | <input type="checkbox"/> Special Voting Deputy (SVD) |
| <input type="checkbox"/> Greeter/Check-In Table | <input type="checkbox"/> Board of Canvass Member (MBOC) |
| <input type="checkbox"/> High School Student (additional requirements necessary) | <input type="checkbox"/> Absentee Voting Election Official |

4. Preferred Work Shift ☐ All Day ☐ AM Shift (6am-3pm) ☐ PM Shift (2:30-Close)

5. Are you affiliated with a political party? ☐ YES ☐ NO If yes, what Party? _____

By signing and submitting this acceptance form, you agree to be an appointed as an Election Official for the City of Beloit. You further certify that you are a qualified elector, a U.S. Citizen, at least 18 years old, and have resided in Rock County for at least 10 consecutive days with no present intent to move. You are not currently serving a sentence including incarceration, parole, probation, or extended supervision for a felony conviction, and are not otherwise disqualified from voting or being an Election Official. You further agree that you will participate in training prior to each election at which you are scheduled to work.

X

Applicant's Signature

DIRECT DEPOSIT AUTHORIZATION FORM

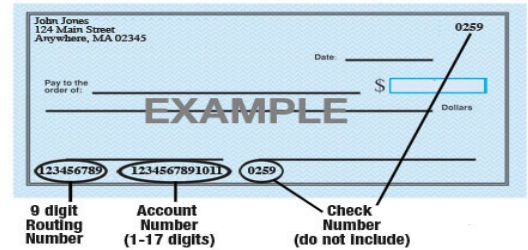
Instructions: Only original signed documents will be accepted. The City will not accept incomplete, emailed or scanned forms. Please attach a **voided check or letter from your banking institution** for each bank account to which funds should be deposited. All accounts that are used for direct deposit must have your name and social security number assigned to the account. Your payroll deposit will be posted to your account(s) on the regular payroll date. You will receive a payroll advice via e-mail to your City issued e-mail address, if assigned, or home e-mail address. The password to open the e-mailed advice is the last 4 digits of your Social Security Number. You may deposit your payroll funds in up to three (3) accounts. If you have any questions please call Payroll & Benefits at (608) 364-6665.

EMPLOYEE INFORMATION (All the information in this section must be completed)

EMPLOYEE NAME		EMPLOYEE NUMBER	
ADDRESS CITY / STATE / ZIP			
EMPLOYEE EMAIL ADDRESS			

MAIN ACCOUNT (All the information in this section must be completed)

NAME OF FINANCIAL INSTITUTION	
ACCOUNT NUMBER	
ROUTING NUMBER	
TYPE OF ACCOUNT	<input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS



SECOND ACCOUNT (Not available for seasonal or casual employees)

NAME OF FINANCIAL INSTITUTION			
ACCOUNT NUMBER		ROUTING NUMBER	
AMOUNT DEPOSITED (Flat Dollar Amount Only)			
TYPE OF ACCOUNT	<input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS		

THIRD ACCOUNT (Not available for seasonal or casual employees)

NAME OF FINANCIAL INSTITUTION			
ACCOUNT NUMBER		ROUTING NUMBER	
AMOUNT DEPOSITED (Flat Dollar Amount Only)			
TYPE OF ACCOUNT	<input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS		

AUTHORIZATION

The City of Beloit is hereby authorized to directly deposit my pay to the account listed above. This authorization will remain in effect until I modify or cancel it in writing. I understand that as a new employee or a current employee making a change my direct deposit elections, that I will receive a physical check for the first pay check issued after enrolling or making a change. I am attaching a voided check with this form.

Employee Signature _____ Date _____

INTERNAL USE ONLY

Employee Status: ☐ New Hire ☐ Current Employee Change
Received by: ☐ HR ☐ Payroll **Via:** ☐ Interoffice Mail ☐ In Person
Payroll Verification: _____

Date sent to Payroll: _____
 Date sent to Accounting: _____

EMPLOYMENT AND PAYROLL AUTHORIZATION

EMPLOYEE NAME	EMPLOYEE NUMBER	EFFECTIVE DATE

NEW EMPLOYEE						
JOB TITLE			DEPARTMENT		DIVISION	
JOB CLASS		POSITION NUMBER		EMPLOYEE REPLACED		
STATUS	<input type="checkbox"/> Regular/Full-Time <input type="checkbox"/> Casual <input type="checkbox"/> Regular/Part-Time <input type="checkbox"/> Seasonal		FLSA STATUS	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt		
SALARY	\$ 7.25 9.00	<input type="checkbox"/> Annual <input type="checkbox"/> Hourly		ORG/OBJECT/PROJECT		

IN-SERVICE CHANGE		
REASON	<input type="checkbox"/> Wage Adjustment <input type="checkbox"/> Step Increase <input type="checkbox"/> Transfer/Promotion <input type="checkbox"/> Other:	
DETAILS OF CHANGE	From	To
Job Title		
Wages		
Org/Object/Project		
Position Code		
Job Class		
Department		
Division		
Status		
Range/Step		
Other: (describe)		

SEPARATION OF SERVICE	
REASON	<input type="checkbox"/> Resignation <input type="checkbox"/> Discharge <input type="checkbox"/> Retirement <input type="checkbox"/> Lay-Off <input type="checkbox"/> Other:
Did Employee Leave in Good Standing? <input type="checkbox"/> Yes <input type="checkbox"/> No	

COMMENTS/NOTES

APPROVAL	
Human Resources Director	Date
City Manager	Date

ROUTING	
For New Employees or In-Service Changes, routed to: <input type="checkbox"/> Payroll <input type="checkbox"/> Send email with info to IT on	
For Separation of Service, routed to: <input type="checkbox"/> Payroll <input type="checkbox"/> CM <input type="checkbox"/> IT <input type="checkbox"/> Risk Mgr <input type="checkbox"/> Dept/Div/Super on	
Payroll Comments	
Date completed by Payroll:	

HUMAN RESOURCES DEPARTMENT

EEO-4 Voluntary Self Identification Form

PLEASE CAREFULLY READ ALL INSTRUCTIONS BEFORE COMPLETING THIS FORM

The City of Beloit is subject to certain nondiscrimination and affirmative action recordkeeping and reporting requirements which require the employer to invite employees to voluntarily self-identify their race/ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable federal laws, executive orders, and regulations, including those which require the information to be summarized and reported to the Federal Government for civil rights enforcement purposes.

If you choose not to self-identify your race/ethnicity at this time, the federal government requires this employer to determine this information by visual survey and/or other available information. For civil rights monitoring and enforcement purposes only, all race/ethnicity information will be collected and reported in the seven categories identified below. The definitions for each category have been established by the federal government. If you choose to voluntarily self-identify, you may mark only one of the boxes presented below.

Name:	Job Title:	Date:
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GENDER: ☐ Female ☐ Male
(Please check one)

RACE/ETHNICITY:
(Please check one of the descriptions below corresponding to the ethnic group with which you identify)

<input type="checkbox"/>	Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
<input type="checkbox"/>	White (Not Hispanic or Latino): A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
<input type="checkbox"/>	Black or African American (Not Hispanic or Latino): A person having origins in any of the black racial groups of Africa.
<input type="checkbox"/>	Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino): A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.
<input type="checkbox"/>	Asian (Not Hispanic or Latino): A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
<input type="checkbox"/>	American Indian or Alaska Native (Not Hispanic or Latino): A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.
<input type="checkbox"/>	Two or more races (Not Hispanic or Latino): All persons who identify with more than one of the above five races

<input type="checkbox"/>	I have read the above and have chosen not to participate.
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Please return form to the HR Department. Thank you for your participation

Anti-Discrimination Notice: It is an unlawful employment practice for an employer to fail or refuse to hire or discharge any individual, or otherwise to discriminate against any individual with respect to that individual's terms and conditions of employment, because of such individual's race, color, religion, sex, or national origin.